

JUVENILE EDUCATION OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible position in the police service, the primary duty of which is educating juveniles with regard to issues such as safety, violence, and drugs. The Juvenile Education Officer works with at-risk children and their parents or guardians in order to reduce or prevent disciplinary problems, serves as a counselor for crime victims, and provides security at the recreational facilities frequented by juveniles. This employee is also responsible for speaking to civic and other groups about topics concerning juveniles, and for maintaining records regarding the juvenile education program. The employee of this class works independently in most areas, reporting to and having work reviewed by the Assistant Police Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Acts as a liaison between the police department and schools concerning the juvenile education program and the activities of juveniles. Speaks to students on issues such as safety, violence, tobacco, alcohol, and other drugs. Works with at-risk children, their parents or guardians, and school faculty in order to discourage or prevent disciplinary problems. Plans and schedules juvenile education classes by coordinating with school officials and faculty members. Assists in evaluating the effectiveness of the juvenile education program, and recommends and implements changes. Attends juvenile education training classes as required.

Promotes a positive image of the work of the division in the daily performance of duties by interacting with community members. Coordinates the work of the division with related federal, state, and local agencies, releasing information and giving assistance when needed. Serves as department representative at meetings of civic or other community groups, including making speeches or conducting demonstrations to promote support for the juvenile education program. Answers telephone inquiries about the juvenile education program or any related areas of law enforcement operations. Coordinates special public service projects of the division, including Neighborhood Watch and other community relations programs. Promotes parental involvement in the juvenile education program. Works with the media to promote the program and activities.

Maintains surveillance and patrol presence for recreational facilities in order to discourage disciplinary problems and criminal activity. Arrests those who have committed a crime or delinquent act, performing

all necessary booking procedures. Obtains medical attention for arrested person who is ill, incapacitated, or who has a suspected or reported health problem. Observes all laws which afford special consideration to juvenile offenders.

Accompanies juvenile crime victims to the hospital in order to interview victim and victim's parents and to obtain any evidence discovered by medical personnel. Acts as counselor for female crime victims. May work with other police divisions in incidents involving juveniles.

Maintains all records and reports required to document the activity of the juvenile education program. Personally completes necessary forms or records required. Compiles and analyzes data for and writes narrative reports by organizing and assembling information to effectively communicate data, conclusions, and recommendations. Writes letters to solicit donations for the juvenile education program. Gathers budget and any other information needed to write grants for the juvenile education program.

Maintains inventory of supplies used by the division. Orders and prepares all educational materials used, as well as certificates or other items presented to students upon successful completion of the juvenile education program.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Must have a valid driver's license.

Prior to beginning work in this class, must obtain and maintain a valid Louisiana driver's license.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.